

THIS BULLETIN CANCELS AND SUPERCEDES ALL PREVIOUS BULLETINS FOR THIS CLASS & LOCATION

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

VETERANS HOME OF CALIFORNIA – CHULA VISTA

ALCOHOL TREATMENT COUNSELOR,
VETERANS HOME AND MEDICAL CENTER

OPEN/SPOT – CHULA VISTA (San Diego County)

FINAL FILING DATE: CONTINUOUS FILING AND TESTING

CONTINUOUS FILING INFORMATION: The testing office will accept California State applications (Form 678) continuously and will notify and test applicants on an as needed basis. Eligible lists will be merged. You may test once for this examination during a testing period. The testing period for this examination is 12 months.

HOW TO APPLY: Submit application form STD 678 to the addressed below.

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
Human Resources Division
1227 “O” Street, Room 402
Sacramento, CA 95814
ATTENTION: Chula Vista Exams

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Applications for Examination.” You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

EXAMINATION ELIGIBILITY LIMIT: The testing period for this examination is 12 months. You may not test for this examination more than once in a testing period.

SALARY RANGE: \$3,437.00 - \$4,284.00

This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements when submitting their application unless there is an early entry feature. It is your responsibility to make sure that you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications.

NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the requirement time Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

Two years of professional counseling in a community organization or treatment center established for the purpose of aiding individuals with alcohol related psychological, social and physical problems **AND**

Equivalent to graduation from college with course work in psychology, social psychology, sociology, or a closely related field. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

SPECIAL PERSONAL CHARACTERISTICS: Objective understanding of the physical, social and psychological problems of geriatric residents with alcohol related problems; tact; patience; emotional stability.

THE POSITION: The Alcohol Treatment Counselor, under general supervision, provides guidance and counseling to Veterans Home members participating in detoxification and rehabilitation in the alcohol treatment facility; to act in a lead capacity over staff engaged in alcohol treatment activities; and to do other related work.

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

EXAMINATION INFORMATION: This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

SCOPE: In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interviews will be on measuring competitively, relative to job demands, each competitor’s:

Knowledge of:

- 1. Principles and practices of counseling a geriatric population
- 2. Group leadership principles and techniques
- 3. Principles and practices of caring for and rehabilitating geriatric members with alcohol related illnesses
- 4. Methods of detoxifying individuals under the influence of heavy alcohol usage
- 5. Basic therapeutic and medical techniques utilized with individuals under the influence of alcohol
- 6. Physical, social, and psychological problems of geriatric members and excessive users of alcohol
- 7. Group living problems of a large number of people
- 8. Placement criteria for appropriate treatment matching

Ability to:

- 1. Keep records and make reports
- 2. Apply detoxification and therapeutic techniques to rehabilitate members with alcohol related illnesses
- 3. Establish and maintain cooperative relationships with those contacted during the course of work
- 4. Analyze situations accurately and take an effective course of action
- 5. Communicate effectively
- 6. Assess the severity and intensity of services required
- 7. Oversee the rehabilitation of geriatric members

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 12 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Home of California, Chula Vista.

Veterans Preference Credit will not be granted for this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Human Resources Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1)subdivisional promotional, 2)departmental promotional, 3)multidepartmental promotional, 4)servicewide promotional, 5)departmental open, 6)open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. California law limits the granting of veterans preference credit to entrance examinations. When credit is granted it is as follows: 10 points for veterans and windows of veterans: 15 points for disabled veterans. Directions for applying for veteran’s preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.